**CURRICULUM VITAE**

Aida

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**WORKING EXPERIENCE**

**Period:** April 2012 - Present

**Company name:** AIDIN International FZC, UAE.

Trading Company

**Position:** Manager

**Main responsibilities:**

Processing of obtained order, sending goods, bank transfers, payment providers and acts of reconciliation with customers.

**Period:** 12th of February 2004 – 15th of July 2011

**Company name:** Turkuaz Group of Company. Kyrgyzstan, Bishkek

Trading

**Position:** Manager of Logistic department

**Main responsibilities:**

I was responsible:

- Control of goods remains at the stock;

- Registration of new orders;

- Control of the delivery of goods and the processing of supporting documents;

- Customs clearance of goods;

- Warehousing;

- Calculation of the cost;

- Pricing;

- Profit and loss account;

- Acts of reconciliation with suppliers and customers

As well as the compilation and signing of contracts with suppliers.

**Technical skills:**

Windows’XP

MC Office 2010 (Word, Excel, Outlook, Power Point)

Internet & e-mail.

**Languages:** Kyrgyz – native

Russian - excellent

English – very good

Turkish – good

Uzbek – good